

**MANDATED REPORT
APPRENTICESHIP RELATED
AND SUPPLEMENTAL
INSTRUCTION PROGRAMS**

2001-2002

CALIFORNIA DEPARTMENT OF EDUCATION

Submitted by:

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Report available on-line at the Regional Occupational Centers and Programs Unit Web page:
<<http://www.cde.ca.gov/rocp/apprenticeship/resources.html>>

EXECUTIVE SUMMARY

The Report on Apprenticeship Related and Supplemental Instruction (RSI) Programs for 2001-2002 is a mandated report based on an annual survey conducted by the California Department of Education (CDE). The survey is completed by Regional Occupational Centers and Programs, and Adult Education schools supporting apprenticeship related and supplemental instruction (RSI) programs.

The 2001-2002 Mandated Report on Apprenticeship RSI included a fifteen-item survey completed by forty-three local education agencies (LEA's). Annual survey administration and report development is the responsibility of California Department of Education, High School Leadership Division, Regional Occupational Centers and Programs Unit staff.

2001 - 2002 Survey Highlights

The good news is that CDE-RSI hours are growing, heralding a growth in California's apprenticeship programs and the strength of a time-tested delivery system for training in a wide variety of crafts and trades. The bad news is that the RSI funding is not keeping pace with the need.

The 2001-2002 budget appropriation was \$15.8 million, up from \$13.9 million from the previous year. Even with this increase, however, a funding shortfall exists based on actual and projected program growth.

The growth of apprenticeship programs in 2001-2002, with a RSI appropriation administered through the CDE is at risk.

- Based on survey data captured in May 2002, LEA's had collectively spent all but 8% of their RSI funds (CAPS) one month prior to the close of the fiscal year.
- LEA's support at least 3% of existing RSI programs with non-RSI funds.
- LEA's report turning away 106,796 hours of apprenticeship RSI requests from employer, labor, and other program sponsors due to a lack of available RSI funds.
- Projected RSI shortfalls for existing apprenticeship programs over current budget level:
 - 2002-2003 - \$2.8 million
 - 2003-2004 - \$4.9 million

The CDE supports apprenticeship RSI for approved apprenticeship programs through local Regional Occupational Centers and Programs and Adult Education Schools. CDE-RSI funding is appropriated annually in the Budget Act. Apprenticeship administration in CDE is not currently funded by apprenticeship appropriation dollars.

TABLE OF CONTENTS

Executive Summary

Table of Contents

Report on Apprenticeship Related and Supplemental Instruction Programs

- Registered Apprentices In California
- 2001-2002 Apprenticeship RSI Budget
- Analysis Of CDE-RSI Shortfall Data
- Annual CDE-RSI Survey Features And Notes

Appendices

- A. Statutory Requirement for the Report
- B. Apprenticeship Agencies
 - California Department of Education
 - California Apprenticeship Council
 - Division of Apprenticeship Standards
 - Local Education Agencies
 - Industry
 - Apprenticeship Program Sponsors
- C. Methodology of Study
- D. Data Collection Packet
- E. Summary Expenditure Report of Local Education Agencies
- F. Local Education Agency Contact List
- G. Program Sponsor Contact List
- H. Programs By Local Education Agency (LEA)

(Selected appendices available under web page titled "Resources: Apprenticeship")

**MANDATED REPORT ON APPRENTICESHIP RELATED AND SUPPLEMENTAL
INSTRUCTION PROGRAMS FOR 2001-2002
CALIFORNIA DEPARTMENT OF EDUCATION**

The Report on Apprenticeship Related and Supplemental Instruction Programs for 2001-2002 is a mandated report based on an annual survey conducted by the California Department of Education (CDE). The survey is completed by Regional Occupational Centers and Programs, and Adult Education schools supporting apprenticeship related and supplemental instruction (RSI) programs.

The 2001-2002 Mandated Report on Apprenticeship Related and Supplemental Instruction included a fifteen-item survey completed by forty-three local education agencies (LEA's). Annual survey administration and report development is the responsibility of California Department of Education, High School Leadership Division, Regional Occupational Centers and Programs Unit staff.

REGISTERED APPRENTICES IN CALIFORNIA

The number of registered apprentices in California continues to grow.

All Programs. The Division of Apprenticeship Standards (DAS) database provides an important data element -- the total number of registered apprentices in all programs statewide -- an important baseline data reference to the annual California Department of Education (CDE) - related and supplemental instruction (RSI) survey/report. A statewide snapshot in September 2002 revealed approximately 65,000 apprentices in California 62,262 -- up 4% from last year -- a growth rate of 70% since 1994-1995.

Table 1. Registered Apprentices in California

1994-1995	38,287
1995-1996	42,199
1996-1997	46,472
1997-1998	49,468
1998-1999	50,028
1999-2000	57,117
2000-2001	60,883
2001-2002	62,262
2002-2003	65,000

Minorities typically represent slightly over 50 per cent of all active apprentices, with women accounting for approximately 10 per cent of all registered apprentices.

CDE Programs. The number of CDE supported registered apprentices was documented in the annual RSI survey. Registered apprentices (unduplicated count, survey column F) supported by CDE-RSI dollars in 2001-2002 was reported at 26,579 - approximately 41% of all registered apprentices in California. (The California Community Colleges Chancellor's Office reported RSI enrollments for 16,200 or 25% of all apprentices in California [September 2002 web page]. The balance of California registered apprentices is reportedly enrolled in Department of Corrections, Youth Authority Correctional and other programs).

2001-2002 APPRENTICESHIP RSI BUDGET

The CDE supports apprenticeship RSI for approved apprenticeship programs through Regional Occupational Centers and Programs and Adult Education Schools (Local Education Agencies or LEA's). CDE-LEA's fund apprenticeship RSI under capitation (CAP) limits set annually by the CDE. CAPS are set by an analysis of RSI course hours over time.

Apprenticeship RSI funds administered by the CDE are established in the annual Budget Act. Apprenticeship, labor, and education codes establish program funding parameters.

The Budget Act of 2001-2002, item number 6110-103-0001, set CDE-RSI funding at \$15,852,000. A within-year transfer of funds, as provided for in the Budget Act, from State School Fund A to State School Fund B reduced the amount of CDE-RSI funding to \$15,496,593.

The current CDE-RSI reimbursement rate to LEA's is also set in the annual Budget Act at \$4.86 per hour. This rate allows for reimbursements to CDE-LEA's for up to 3,188,599 hours of RSI classroom instruction.

The 2001-2002 CDE apprenticeship RSI survey, distributed before LEA's entered a summer schedule, captured approximately eleven months of RSI hourly data -through May of 2002. Data for a full fiscal year is first reported in mid-July of the following fiscal year. The annual apportionment for 2001-2002 RSI hours will be certified by the CDE in February 2003. Historically not all RSI hours are reported in time to be included in the annual apportionment. There is no sound rationale available to explain late reporting of data.

The annual survey of CDE-RSI programs incorporates "out-year" projections and other devices structured to compensate for the inherent "moving target" effect of LEA hourly data reporting. (See Appendix C: Methodology of Study). The annual survey collects data concerning estimated hourly data for two out-years, RSI supported with funds other than RSI funds, and estimates of potential apprentices unserved due to funding limits. A review of such estimates provides a useful and historically accurate prediction tool for CDE-RSI funding.

ANALYSIS OF CDE-RSI SHORTFALL DATA

The 2001-2002 survey captures, in part, the nature of non-survey communications throughout the year with LEA's and program sponsors both searching for and requesting CDE-RSI funding to support existing program expansion and the establishment of new programs. The need for additional CDE-RSI dollars becomes clear with a review of elements structured into the annual survey to compensate for the fluidity of hourly data reporting:

- Reported RSI hours supported with non-RSI funding
- Reported program turn-aways,
- RSI hourly data estimates for 2002-2003, and
- RSI hourly data estimates for 2003-2004.

The following analysis assumes the historically continued shortfall of RSI dollars, commensurate with statewide registered apprenticeship growth, and the complete consumption of the annual CDE-RSI budget. The annual RSI budget in previous years has been insufficient to cover all requested hourly reimbursements in full. The 8% margin discussed above in respect to the apprenticeship apportionment cycle is again predictably insufficient to meet reimbursement needs.

Use of Non-RSI Funds. Eight of forty-three LEAs surveyed reported funding established RSI courses with school funds other than RSI dollars.

Columns "G" and "H" on the survey request the following:

(G) "FY 2000-01 Total Classroom Hours". Report the total RSI classroom hours in fiscal year July 1, 2000 to June 30, 2001 for each program you have listed on the survey form. This total includes **both** hours supported by **your Apprenticeship apportionment AND hours supported with other funds** for apprentice RSI classroom instruction.

(H) "FY 2000-01 Total Apprenticeship Classroom Hours". Report the total classroom hours in fiscal year July 1, 2000 to June 30, 2001 for each program, listed on the survey, **that is supported ONLY by your Apprenticeship apportionment.**

Some LEA administrators will support RSI costs beyond their RSI CAP with other program funds (e.g.: Average Daily Attendance or ADA, Lottery funds) - an effort to maintain and promote vital programs. Subtracting reported hours from columns G and H provide a non-RSI funding picture. Clearly, other LEA administrators are unable to apply non-RSI funds to apprenticeship programs.

A total of 108,554 RSI hours were reported as funded at the LEA level with non-RSI dollars. (Approximately 4,106 registered apprentices received RSI hours reimbursed wholly or in part by funds other than apprenticeship RSI funds. RSI is assumed to be paid at the rate of \$4.86 per RSI hour. No LEA reported RSI funding at a different rate).

Non-RSI Funds Shortfall:

\$527,572

Turn-aways. Eight of forty-three LEAs surveyed reported turning programs sponsors away due to a lack of RSI funds to support new programs. Turning away an employer, labor representative, small business association or other apprenticeship program sponsor is a very serious problem. Program sponsors approaching an LEA, as a potential partner, have typically invested significant resources in program development. Sponsors will often approach an LEA with program standards in hand (developed in conjunction with the Division of Apprenticeship Standards), and have a cohort of potential apprentices lined up, ready to register. A turn-away by an LEA can be a death blow to an apprenticeship program -- apprenticeship programs must meet the requirement of an LEA partner in order to receive a final, go-ahead approval from the Division of Apprenticeship Standards.

Survey instructions request the following:

REPORT data for programs (RSI) supported by your LEA with **NO** apprenticeship funding at the bottom of the survey form. Report such programs similarly to those that are fully (apprenticeship allocation) funded, with as much information as is available to you or obtainable through your program sponsor.

REPORT data for programs (program sponsors) that have inquired/requested that you serve as a program LEA -- but whom you have turned away due to a lack of funding. Include as much detail as possible for program/sponsors turned away since July 1, 2000.

Eight of forty-three LEAs surveyed reported turn-aways. While two of the eight LEA's reporting did not specify hours, the remaining six reported turning away 106,796 RSI hours. (Programs turned away by LEAs due to an RSI funding limitation represent a fiscal inability to provide approximately 741 individuals with an apprenticeship opportunity. The number of individuals was calculated from LEA estimates of potential apprentices or total program hours at 144 hours per apprentice and an RSI rate of \$4.86).

Turn-aways Shortfall:

\$519,029

2002-2003 RSI Hourly Data Projections. LEA hourly data projections for out-years, in previous annual surveys, have been historically very accurate in predicting funding needs.

Survey column "N" instructions state:

"FY 2002-03 Instructional Hours Projected". Report the total classroom hours **you and your program sponsor** expect to report as of June 30, 2003. Assume for this item that you have no CAP on the number of hours for which you can be reimbursed.

LEA's are strongly encouraged to consult with their program sponsor partners when developing predictions on program hourly data growths. A total of 3,653,921 RSI hours were predicted for 2002-2003. Subtracting this figure from the existing funding level of 3,188,599 leaves a deficit of 366,322 hours. (Apprenticeship RSI hours are calculated at the current rate of \$4.86 per hour).

2002-2003 RSI Hourly ("Enrollment") Projections Shortfall: \$1,780,325

2003-2004 RSI Hourly Data Projections. LEA hourly data projections for out-years, in recent annual surveys, have been accurate if not conservative in predicting funding needs. (Example: RSI funding calculations supporting annual apprenticeship Budget Act increases for 2000-2001 and 2001-2002 were completely consumed in LEA program capitation increases directly linked to survey projections). Professional development and technical support efforts offered to LEAs by CDE staff are serving to strengthen LEA and program sponsor communication linkages and reporting accuracy. Survey column "O" instructions state:

"FY 2003-04 Instructional Hours Projected". Report the total classroom **hours you and your program sponsor** expect to report as of June 30, 2004. Assume for this item that you have no CAP on the number of hours for which you can be reimbursed.

LEAs are strongly encouraged to consult with their program sponsor partners when developing predictions on program growth (hourly data). A total of 3,984,010 RSI hours were predicted for 2003-2004. Subtracting this figure from the existing funding level of 3,188,599 leaves a deficit of 796,411 hours. (Apprenticeship RSI hours are calculated at the current rate of \$4.86 per hour).

2003-2004 RSI Hourly ("Enrollment") Projections Shortfall: \$3,870,557

Shortfall Analysis. The good news is that CDE-RSI hours are growing, heralding a growth in California's apprenticeship programs and the strength of a time-tested delivery system for training in a wide variety of crafts and trades. The bad news is that the RSI funding is not keeping pace with the need.

Survey data supports the need for additional CDE-RSI funding. "Non-RSI Funds" is considered constant in this analysis for both years, but clearly could increase if RSI funding is not increased. "Turn-away" data is also held constant for both years. LEA's project out-year RSI hours in collaboration with existing program sponsors (existing program

expansion). "Turn-away" data reflects new program/sponsor needs. The two categories of data are thus considered mutually exclusive for the purposes of this report.

2002-2003 Shortfall:	Use of Non-RSI Funds	\$527,572
	Turn-aways.	519,029
	2002-2003 RSI Hourly Projections	<u>1,780,325</u>
	(Over 2001-2002 Dollars)	\$2,826,926

2003-2004 Shortfall:	Use of Non-RSI Funds	\$527,572
	Turn-aways.	519,029
	2003-2004 RSI Hourly Projections	<u>3,870,557</u>
	(Over 2001-2002 Dollars)	\$4,917,158

ANNUAL CDE-RSI SURVEY FEATURES AND NOTES

Programs and Sponsors. More than 200 apprenticeship program sponsors, offer career training from construction, plumbing, masonry, sheet metal and iron working to fire fighting, nursing, early childhood education and scores of other opportunities through Regional Occupational Centers and Programs and Adult Education agencies.

Program Benefits. CDE-LEA's offer over 3,188,599 hours of apprenticeship related and supplementary instruction at a cost of \$15,496,593 to 26,579 apprentices throughout California. All other apprenticeship program costs, including apprenticeship wages and benefits within a system requiring 2000 hours of on-the-job training per apprentice each year, are borne by employers and other apprenticeship program sponsors.

Non-Instructional Costs. Non-instructional costs for 2001-2002 were reported in actual dollars for each program and each local education agency for the following categories: "Non-Instruction Expenditure" (survey column "J"), "School District Administration" (survey column "K"), "County Office", and "Sponsor Administration" (survey column "L"). Overall non-instructional costs totaled \$2,188,730 or 14% of the total appropriation. (Non-instructional expenditures are individually negotiated by LEA's and program sponsors).

2001-2002 Reporting Artifact. The 2001-2002 CDE apprenticeship RSI survey, distributed before LEAs entered a summer schedule, captured approximately eleven months of RSI hourly data -through May of 2002. A close analysis of survey data reveals that all but 273,610 hours, or approximately 8% of all available RSI hours, reimbursed to CDE-LEAs. Efforts to compensate for this data anomaly, suggesting an unused RSI balance, include the provision of "out-year" projections and other devices structured to address the inherent "moving target" effect of LEA hourly data reporting.

A review of RSI reimbursement patterns from previous years strongly suggests that a margin of only 8% unclaimed RSI funds in the eleventh month of the annual budget year will result in a significant RSI funding shortfall. Data for a full fiscal year is first reported in mid-July of the following fiscal year. The final, annual apportionment for 2001-2002 RSI hourly data, however, will not be certified by CDE until February 2003.

CDE Apprenticeship Administration. Apprenticeship administration in CDE is not currently funded by apprenticeship appropriation dollars. Work is conducted via a part-time assignment of one education consultant and supported by Perkins and general fund dollars. The workload involved to both maintain and develop apprenticeship programs is growing and requires a full-time education consultant, support staff and management support.

APPENDIX A

STATUTORY REQUIREMENT FOR THE REPORT

The Budget Act of 2000 contains budget control language in Item 6110-103-0001, Provision 4, that requires a report to be made concerning the related and supplemental instruction funding used by California Department of Education linked apprenticeship programs. This report addresses the following budget act control language:

“The Superintendent of Public Instruction shall report to the Department of Finance and the Legislature not later than October 1, 2002, on the amount of funds expended for and the hours of related and supplemental instruction offered in the apprentice program during the 2001-02 fiscal year, with information to be provided by the school district, county office of education, program sponsor, and trade. Expenditure information shall distinguish between direct and indirect costs, including administrative costs funded for the State Department of Education, school districts, and county offices of education. In addition, the report shall identify the hours of related and supplemental instruction proposed for the 2002-03 and 2003-04 fiscal years by the school district, county office of education, program sponsor, and trade. As a condition of receiving funds for the apprenticeship program, school districts and county offices of education shall report to the Superintendent of Public Instruction the information necessary for the completion of this report.”

APPRENTICESHIP AGENCIES

The funds for apprenticeship related and supplemental instruction are authorized through the California Department of Education. Apprenticeship programs that wish to use these funds must be certified by the Division of Apprenticeship Standards, and must be affiliated with a local public education agency. Adult Education schools and Regional Occupational Centers and Programs are local education agencies that contract with a program sponsor associated with the apprenticeable trade to determine the related and supplemental instruction delivery system for that apprenticeship program. Any Adult school or Regional Occupational Center and Program may be involved with one or more apprenticeship programs.

California Department of Education

The California Department of Education shares the responsibility for training apprenticeship instructors and school coordinators, developing instructional materials and curricula, coordinating the program among districts, assisting state apprenticeship committees with problems of an educational nature, and giving technical assistance to schools operating apprenticeship classes.¹ The California Department of Education holds the major responsibility of approving all related and supplemental courses and programs for apprenticeship training before Regional Occupational Centers and Programs, and Adult Education schools can offer them. The Budget Act of contains control language that requires a report to be made concerning the related and supplemental instruction funding used by California Department of Education linked apprenticeship programs.

California Apprenticeship Council

The California Apprenticeship Council was established under the authority of the Shelley-Maloney Apprenticeship Labor Standards Act of 1939. The Council has 17 members, 14 are appointed by the Governor (six represent management, six represent labor, and two represent the public). The remaining three are the Superintendent of Public Instruction or

¹ Laws Related to Apprenticeship—The Shelley-Maloney Apprenticeship Labor Standards Act of 1939 generated a number of *Labor Code* sections for the State of California which guide apprenticeship activities. The respective roles and responsibilities in apprenticeship of the , California Apprenticeship Council , Division of Apprenticeship Standards, the California Department of Education, the California Community College Chancellor's Office, and local schools and colleges are included in Section 3070 through 3097 of the *Labor Code*, Title 8 of the California Administrative Code, Chapter 2 and in Article 8, Sections 8150-8156 of the California Education Code.

his or her designee, the Chancellor of the California Community Colleges or his or her designee, and the Director of the Department of Industrial Relations or his or her designee. The Director of Industrial relations is the ex-officio Administrator of Apprenticeship.

The California Apprenticeship Council is required by Labor Code to adopt and issue regulations as necessary to carry out the intent of the law. These regulations are published in the California Administrative Code. The California Apprenticeship Council's overall mandate is to assist the Administrator of Apprenticeship in forming policies that effectively implement apprenticeship law.

Division of Apprenticeship Standards

An office within the California Department of Industrial Relations, the Division of Apprenticeship Standards is the staff arm of the Administrator of Apprenticeship. Division of Apprenticeship Standards apprenticeship consultants work with employers and employee organizations to: 1) establish and approve all new occupational apprenticeship training programs; 2) keep program sponsors abreast of new administrative, and legal requirements; and 3) help solve apprenticeship problems. They enforce the Labor Code and Administrative Code sections that relate to apprenticeships. The Division assists the Administrator of Apprenticeship with appeals, investigations, hearings, and resolutions of complaints brought by apprentices or applicants. The Division also issues certificates of completion to those who have completed their registered apprenticeship programs, upon receiving evidence from program sponsors that both the worksite and classroom training have been completed.

Local Education Agencies

The formal educational aspects of an apprenticeship program are the responsibility of the local school and college districts. Secondary school Regional Occupational Centers and Programs, and Adult schools, upon agreement with the joint apprenticeship committees or other program sponsors, and upon approval of the program from the appropriate state educational agency, provide the required classroom related and supplemental instruction.

Industry

In its major role in program sponsorship, industry plays an important part in helping develop the apprenticeship program standards. Program standards contain procedures for fair and equal selection, employment, and training of apprentices. They also address worksite conditions such as a graduated wage schedule to be paid during the term of apprenticeship, evidence of the availability of facilities and equipment, skilled workers to serve as trainers, and schedules of work processes through which the apprentice is rotated for training. Lastly, there is adequate supervision of all work processes sufficient to train the apprentice. Employers also hold a responsibility to ensure that industry standards are integrated into related and supplemental instruction content. Employers monitor and update this curriculum/workplace linkage, identify changes necessary to keep the program

current, and provide information on growth and projections of training needs in the industry.

Apprenticeship Program Sponsors

An apprenticeship program sponsor is described in the California Administrative Code as a joint apprenticeship committee, a unilateral labor or management committee, or an individual employer. In developing program standards the joint apprenticeship committees work with the employers and employees on many issues including establishing working conditions for apprentices, determining the number of apprentices to be employed in the trade under the apprenticeship agreement, and establishing selection procedures. The Division of Apprenticeship Standards approves all apprenticeship agreements prepared by sponsors. The sponsor selects apprentices according to procedures set forth in the written standards, enters into an apprentice agreement which registers the apprentice with the Division of Apprenticeship Standards, oversees the apprentice's on-the-job training and attendance at related classes, periodically reviews the apprentice's progress before recommending advancement to the next pay level, and recommends awarding a completion certificate when the apprentice has completed the entire program of on-the-job training and related and supplemental instruction.

Upon completion of the apprenticeship program, and certification of such by the program sponsor, the apprentice is awarded a "Certificate of Completion of Apprenticeship" by the Division of Apprenticeship Standards. The certificate signifies that the individual has been thoroughly trained in all aspects of the occupation and has met all requirements, including demonstration to the satisfaction of the sponsor of the mastery of the skills and knowledge required of the occupation. The sponsor will attest to the related and supplemental instruction after consulting with the appropriate school authorities regarding the completion of educational requirements and curriculum standards of related and supplemental subjects. The certificate is recognized by industry as a valid indicator that the holder has received high-quality, standardized and consistent training and is prepared to serve as a journeyman.

METHODOLOGY OF STUDY

On May 22, 2002, the data collection instrument packet (Appendix D) was mailed by the California Department of Education to each director or coordinator of apprenticeship related and supplemental instruction (RSI) programs at an adult school or regional occupational centers and programs that participated in this program during the 2001-2002 fiscal year. The packet contained the report form, a sample report form, instructions, and a statement of certification. Several school districts needed additional time past the deadline to complete the report due to workloads, vacation schedules and staff changes. Generally, the local education agencies were able to complete the report with minimal guidance in the period provided.

Apprenticeship RSI data are delineated by: 1) program sponsor; 2) trade/craft; 3) fiscal year 2001-2002 unduplicated number of apprentices; 4) fiscal year 2001-2002 unduplicated number of Montoya apprentices; 5) fiscal year 2001-2002 total classroom hours; 6) fiscal year 2001-2002 total Montoya classroom hours; 7) fiscal year 2001-2002 apportionment expenditure: instruction; 8) fiscal year 2001-2002 apportionment expenditure: non-instruction; 9) fiscal year 2001-2002 school district administration; 10) fiscal year 2001-2002 county office administration; 11) fiscal year 2001-2002 program sponsor administration; 12) fiscal year 2002-2003 instructional hours projected; and 13) fiscal year 2003-2004 instructional hours projected.

Confidence in Survey

Clearly multiple factors are involved in the documentation and projection of the fiscal health of CDE-RSI apprenticeship programs in California including the:

- growth of registered apprentices in all programs statewide,
- growth of registered apprentices supported in CDE-RSI programs,
- difference between the annual CDE-RSI appropriation and recorded demand,
- projected difference between the appropriation and forecasted needs,
- limited CDE resources to administer survey, and
- inherent survey variables of LEA administrator unfamiliarity with program characteristics and diversity, content validity, reliability, and recording errors.

Recognizing these limitations, attempts were made to minimize reporting variance, during this survey administration. First, LEA's were instructed to report actual RSI attendance hours and costs -- without regard to capitation limits. Second, LEA's were instructed to consult with program sponsors to determine true growth potential of each program they serve.

Subsequent conversations with program administrators, program sponsors and survey completers revealed that the two instructions were not clearly understood by all. Overall survey results, however, support expected and longitudinal trends. Conversations with program sponsors, CDE-RSI administrators and DAS staff uniformly support survey findings and analysis.

Underreporting

The 2001-2002 CDE apprenticeship RSI survey, distributed before LEAs entered a summer schedule, captured approximately eleven months of RSI hourly data -through May of 2002. Data for a full fiscal year is first reported in mid-July of the following fiscal year. The final, annual apportionment for 2001-2002 RSI hourly data, however, will not be certified by CDE until February 2003.

The annual survey of CDE-RSI programs incorporates "out-year" projections and other devices structured to compensate for the inherent "moving target" effect of LEA hourly data reporting. The annual survey collects data concerning estimated RSI hours for two out-years, RSI supported with funds other than RSI funds, and estimates of potential apprentices un-served due to funding limits. A review of such estimates provides a useful and historically accurate prediction tool for CDE-RSI funding.

Survey findings are characterized as conservative. A random, follow-up inquiry of LEA's regarding survey data suggests that many new LEA apprenticeship administrators have reported RSI hours up to capitation limits rather than actual hours generated (including hours over cap). This problem of underreporting appears to be an artifact of LEA attendance reporting, where capitation limits are observed, and the existence of a host of new LEA administrators unfamiliar with apprenticeship program reporting.

APPENDIX D

DATA COLLECTION PACKET



DELAINE EASTIN

State Superintendent of Public Instruction

DEPARTMENT
OF
EDUCATION
721 Capitol Mall
P O Box 944272
Sacramento, CA
94244-2720

DATE: May 22, 2002

TO: Director/Coordinator of Apprenticeship and Related and Supplemental Instruction Programs

FROM: Albert L. Tweltridge III, Administrator
Regional Occupational Centers and Programs Unit

RE: 2001-2002 Annual Survey of Apprenticeship Related and Supplemental Instruction

Enclosed are the forms for the 2001-2002 Annual Survey of Apprenticeship Related and Supplemental Instruction (RSI). Please complete and return the attached forms by no later than **June 21, 2002** to:

Phyllis Tokerud
Regional Occupational Centers and Programs Unit
California Department of Education
660 J Street, Ste. 300
Sacramento CA 95814

The California Department of Education (CDE) and the California Community Colleges Chancellor's Office (CCCCO) and have agreed to prepare a joint survey instrument and to file a joint report to the California Department of Finance and to the California Legislature.

You and your program sponsors have an important role in providing accurate and timely apprenticeship program data, which is critical to documenting for the legislature the need for additional RSI funding for 2002-2003 and 2003-2004. The survey done in October 1999 helped CDE receive a 1999-2000 Budget Act augmentation in which increased the hourly RSI reimbursable rate to \$4.86 per hour. The survey and subsequent report done in the Fall of 2000 provided information that resulted in an increase in the Budget Act's funding for program growth. As of the date of this letter, the Budget Act's RSI funding for Regional Occupational Center and Program and Adult Education supported RSI is unchanged from the \$15,852,000 for 2001-2002. CDE and CCCCCO are working together to request additional RSI hours for 2002-2003. It is not our plan to seek an increase in the hourly rate of \$4.86 per positive attendance hour.

Please work closely with your apprenticeship program sponsor(s) and submit your survey and Certification forms. If you have any questions, please call Richard Dahl (925) 755-9653. His Email address is rdahl@cde.ca.gov.

Thank you.

Enclosures

- Instructions, 2001-2002 Annual Survey of Apprenticeship Related Supplemental Instruction
- Sample of Completed 2001-2002 Annual Survey of Apprenticeship Related Supplemental Instruction
- Blank Copy of 2001-2002 Annual Survey of Apprenticeship Related Supplemental Instruction
- Statement of Certification

cc:

CDE Apprenticeship Advisory Committee

Richard Dahl, CDE

Bryan Goyette, DAS

INSTRUCTIONS

2001-2002 Annual Survey Of Apprenticeship Related and Supplemental Instruction (RSI) [Done in June 2002]

GENERAL INSTRUCTIONS

Survey. The survey form is comprised of a set of **two-pages**. Please make additional copies of the blank survey form if you are reporting on more than eight existing "Montoya/RSI" funded programs.

Friday, June 21, 2002 is the deadline for one **copy** of the completed **survey**, along with the completed **Statement of Certification**, to be received by the California Department of Education (CDE). The mailing address is:

Phyllis Tokerud
Regional Occupational Centers and Programs Unit
California Department of Education
660 J Street, Ste. 300
Sacramento CA 95814

The person signing the **Statement of Certification** form should retain a copy. If a different person completed the survey form, then he/she should also retain a copy in case there are follow-up calls.

Program Sponsors. Program sponsor input is critical to the integrity of the projections of total hours of RSI. Allow time to consult with your program sponsor(s). Data is requested that may not be available in your office, but should be available from the program sponsor(s).

Sample Survey. An example of a completed survey is included in this packet.

DEFINITION OF "MONTOKA / RSI FUNDING"

"Montoya Funding" refers to the same funding as "funding for Related and Supplemental Instruction" (RSI).

In this survey there is reference to **Montoya/RSI Funding** because many apprenticeship administrators know only of the old term "Montoya funding" rather than funding for "related and supplemental instruction" (RSI). RSI is the term used in the State Budget Act and in the Apprenticeship Law. There is no reference to "Montoya Funding" neither in the Act nor in the Law. Montoya Funding and funding for RSI both refer to the same thing which is the Budget Act's funding for CDE and the California Community Colleges Chancellor's Office (CCCCO) to provide the classroom related and supplemental instruction that supports the on-the-job training of

apprentices. Eventually the annual survey will drop reference to “Montoya Funding”.

SURVEY INSTRUMENT: DATA ELEMENTS

In the bottom area of each page of the survey form please respond to the following:

- Name of Reporting LEA
- County-District Code (seven digit)
- Date

COLUMN DATA

Each column data element on the survey is lettered. An explanation of each element is provided below. It is very important that you read the instructions below for each column. This is especially critical for columns E, G, N and O.

A. **"Apprenticeship Program Sponsor"**. The name of the organization, committee, or company that entered into a contract with your LEA to support an apprenticeship program. Program sponsors often include a Joint Apprenticeship Committee, single employer, association, or Unilateral Apprenticeship Committee.

- **Four Categories of Program Information in Column A**

1. **Montoya/RSI Funded Programs**

Entries in rows 1-6 of column “A” are to be used to list the program sponsors of each program that is claiming reimbursement via Montoya/RSI funding. If needed, use additional blank survey forms.

2. **Non-Montoya Funded Apprenticeship Programs**

Entries in rows 9 and 10 of Column A are to be used to list the name of each program sponsor not currently approved for Montoya/RSI funding. You may be claiming ADA or have other funding sources. If needed, use additional blank survey forms.

3. **Projected New RSI Programs Supported by Montoya/RSI funding**

Entries in rows 13 and 14 of Column A are to be used to list **projected** apprenticeship programs that may be started at your LEA during 2002-2003 or started during 2003-2004. Funding is to be from **Montoya/RSI funds**. These programs may be transfer programs from Adult Schools, Regional Occupation Centers and Programs, or community college districts. They may also be brand new apprenticeship programs that have not been approved by the Division of Apprenticeship Standards (DAS) and the CDE. They could also be programs that are in the process of being reviewed for approval by the DAS and the CDE.

If the program is a transfer, after the program sponsor’s name note the name of the educational institution from which the program will transfer. Please see the enclosed SAMPLE Survey form.

If needed, use additional blank survey forms.

4. Turned-Away Programs

Entries in rows 16 and 17 of Column A are to be used to list the name of each program sponsor you have turned away since July 1, 2001 due to insufficient Montoya/RSI funds. If needed, use additional blank survey forms. On an attached page please note details that will help CDE have a clear understanding of the funding situation you encountered.

- B. **"DAS Program File Number"**. Record the five-digit Division of Apprenticeship Standards file number for each trade or craft (program). DAS program file numbers should be available on the survey your college submitted last year. You may also obtain file number from your local DAS apprenticeship consultant. If you do not have the phone number you can obtain it from the DAS Headquarters at (415) 703-4920.
- C. **"DOT Code"**. Record the eleven-digit Dictionary of Occupational Titles (DOT) code for each program. DOT codes should be available on the survey your LEA submitted last year, on your program contracts, or by calling your local DAS consultant.
- D. **"Trade/Craft"**. State the trade or craft of each apprenticeship program. Report the actual program title as listed on program contract(s) between the LEA and the program sponsor. Do not use an abbreviated title. For example, the abbreviated title "Wireman" should not be used if the actual title is "Inside Wireman". The abbreviated title "Ironworker" should not be used if the actual title is "Shop Ironworker" or "Structural Ironworker".

If a program sponsor runs more than one apprenticeship program, it is important to report each program on a separate line. For instance, do not list just one program called "Sheet Metal" if the Sheet Metal Journeyman JAC 1XX sponsors both a "Sheet Metal" program and a "Welder" program. Report all programs.

- E. **"FY 2001-02 Unduplicated Number of Registered Apprentices Funded by ANY Source"**. Report the total unduplicated number of registered apprentices in a particular trade or craft for the fiscal year July 1, 2001 to April 30, 2002 who attended one or more class sessions during the fiscal year. This total includes both apprentices supported by your Montoya/RSI apportionment AND apprentices supported by other funding sources for RSI classroom instruction. (It may be that some sponsors and/or LEAs provide RSI support for more apprentices than are funded via the Montoya/RSI funding. This data is a vital part of our message to the legislature.)

Do not include any of the "Turned Away Programs" count in the total.

- F. **"FY 2001-02 Unduplicated Number of Registered Apprentices Funded ONLY by Montoya/RSI Dollars"**. Report the total unduplicated number of registered apprentices in a particular trade or craft for the fiscal year July 1, 2001 to April 30, 2002, who attended one or more class sessions during the fiscal year. This total includes apprentices supported ONLY by your Montoya/RSI apportionment. This total may be a subset of data element #E, the same as element #E, or zero for programs receiving no Montoya/RSI funding.
- G. **"FY 2001-02 Total Classroom Hours"**. Report the total RSI classroom hours you anticipate in fiscal year July 1, 2001 to June 30, 2002 for each program you have listed on the survey form. This total includes both hours supported by your Montoya/RSI apportionment AND hours supported with other funds for apprenticeship RSI classroom instruction
- H. **"FY 2001-02 Total Montoya/RSI Classroom Hours"**. Report the total classroom hours you anticipate in fiscal year July 1, 2001 to June 30, 2002 for each program listed on the survey

which is supported ONLY by your Montoya/RSI apportionment

- I. **"FY 2001-02 Montoya/RSI Apportionment Expenditure: INSTRUCTION".** Report all **INSTRUCTIONAL COSTS** for delivery of apprenticeship RSI. The entry is to include any instruction related expenditures by **the program sponsor, LEA, district and county**. Instructional costs include the instructional personnel, travel, instructional materials, supplies, facilities, etc. Report **only costs covered by Montoya/RSI apportionment income**.
- J. **"FY 2001-02 Montoya/RSI Apportionment Expenditure: Non-Instruction (\$)"** Report all **Non-Instruction COSTS** for delivery of apprenticeship RSI. The entry includes all expenditures by **the program sponsor, LEA, district and county**. Costs include the administrative overhead and support, administrative personnel, clerical personnel, etc. Report **only costs covered by Montoya/RSI apportionment income**. Excess costs (defined in Labor Code Section 3074, Chapter 4, Division 3) incurred by the program sponsor, LEA, district and county should **not** be included here.
- K. **"FY 2001-02 College & District Administration (\$)"**. This data element is a subset of data element "J". Report all costs related to the LEA, district and county administrative overhead and support, administrative personnel, clerical personnel, etc. Report only costs covered by Montoya/RSI apportionment income.
- L. **Leave Blank**
- M. **"FY 2001-02 Program Sponsor Administration (\$)"**. This data element is a subset of data element "J". Report all costs related to the **program sponsor's** administrative overhead and support, administrative personnel, clerical personnel, etc. Report only costs covered by Montoya/RSI apportionment income.
- N. **"FY 2002-03 Instructional Hours Projected"**. Report the total classroom hours **you and your program sponsor** expect to report as of June 30, 2003. Assume for this item that you have no CAP on the number of hours for which you can be reimbursed.
- O. **"FY 2003-04 Instructional Hours Projected"**. Report the total classroom **hours you and your program sponsor** expect to report as of June 30, 2004. Assume for this item that you have no CAP on the number of hours for which you can be reimbursed.

STATEMENT OF CERTIFICATION

**The 2001-2002 Annual Survey of Apprenticeship Related & Supplemental Instruction (RSI)
[Done in May, 2002]**

Name of Reporting Agency _____

Certification: I hereby certify that; 1) to the best of my knowledge the data reported on the attached survey form(s) are true and accurate.

Signature of Person Making the Certification Date _____

Printed Name Title

Email Address Telephone Number

Contact Person Completing Survey Form If Different From Certification Person

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-mail Address _____

Attach completed survey form(s) and return to:

**Albert L. Tweltridge III, Administrator
Regional and Occupational Centers and Programs Unit
California Department of Education
660 J Street Ste 300
Sacramento, CA 95814**

Statutory Requirement for the Survey Report

The Budget Act of 2001 contains budget control language that requires CDE to report on the costs of the related and supplemental instruction funding for California Department of Education linked apprenticeship programs. The budget act control language follows:

“The Superintendent of Public Instruction shall report to the Department of Finance and the Legislature not later than October 1, 2002, on the amount of funds expended for and the hours of related and supplemental instruction offered in the apprentice program during the 2001-02 fiscal year, with information to be provided by the school district, county office of education, program sponsor, and trade. Expenditure information shall distinguish between direct and indirect costs, including administrative costs funded for the State Department of Education, school districts, and county offices of education. In addition, the report shall identify the hours of related and supplemental instruction proposed for the 2002-03 and 2003-04 fiscal years by the school district, county office of education, program sponsor, and trade. As a condition of receiving funds for the apprenticeship program, school districts and county offices of education shall report to the Superintendent of Public Instruction the information necessary for the completion of this report.”

The California Community Colleges will be collecting and reporting identical information from sponsors in that system. Reports will be made to the California Apprenticeship Council, Department of Finance and the California Legislature.

APPENDIX E

**SUMMARY EXPENDITURE REPORT
OF
LOCAL EDUCATION AGENCIES**

**2001-2002 CDE-RSI
FUNDING ANALYSIS**

2001-2002 CDE-RSI Annual Survey

1	2		5	6	7	8	9	10	12
#	DIST OR COUNTY	RSI	8/23/2002	8/23/2002	TOTAL	8/23/2002	TOTAL	8/23/2002	8/23/2002
		FUNDED	2001-02	2001-02	MON-RSI	2001-02	MON +	2001-02	2001-02
		APRENTS	ANL RPRT	ANL RPRT	NEED	ANL RPRT	NON MON	ANL RPRT	ANL RPRT
			MON-RSI	MON-RSI		NON-MON	SPENT	EST. 02-03	EST. 03-04
			HRS PAID	NOT PAID		PROJECTED		HRS	HRS
						TURNAWAY			
		F	H	G - H	5 + 6		7 + 8	N	O
1	Hayward USD	1537	117,448	0	117,448	0	117,448	103,848	106,915
2	San Leandro USD	1390	130,000	11,581	141,581	0	141,581	141,581	148,169
3	Pleasanton USD	3723	288,522	0	288,522	0	288,522	313,348	359,165
4	Martinez USD	771	61,150	20,633	81,783	0	81,783	83,390	85,045
5	Pittsburg USD	No program	this fiscal year	New program	next	fiscal	year	12,000	15,000
6	Clovis USD	110	41,826	0	41,826	5,576	47,402	44,210	45,600
7	Fresno USD	61	112,642	0	112,642	0	112,642	138,873	167,799
8	Central USD	129	9,244	0	9,244	0	9,244	13,780	15,887
9	Claremont (Baldy View)	71	5,775	962	6,737	0	6,737	6,816	7,000
10	Inglewood	44	6,336	0	6,336	0	6,336	6,336	6,336
11	Los Angeles USD	3597	477,062	0	477,062	25,000	502,062	580,000	610,000
12	Hacienda La Puente USD	4014	413,835	587	414,422	12,280	426,702	546,551	678,539
14	North Monterey Co.USD	150	12,488	895	13,383	0	13,383	13,383	14468
15	Napa Valley USD	146	25,677	0	25,677	0	25,677	31,000	37,000
16	Anaheim UHSD	318	71,969	0	71,969	0	71,969	185,450	187,322
17	Grant JUHSD	541	93,798	0	93,798	0	93,798	73,885	91,330
18	Sacramento City USD	853	56,182	0	56,182	0	56,182	56,182	56,725
19	San Juan USD	614	92,110	0	92,110	0	92,110	110,988	128,080
21	Redlands USD	8	3,500	43,903	47,403	0	47,403	3,500	3,500
22	San Bernardino City USD	240	59,030	0	59,030	19,160	78,190	68,178	68,378
23	Grossmont UHSD	1176	112,447	0	112,447	0	112,447	135,740	162,170
24	Sweetwater UHSD	134	14,400	4,932	19,332	0	19,332	21,000	22,000
25	San Luis Coastal USD	No	apprentices	this	fiscal	year	New	program	pending
27	San Jose USD	Data	combined	with	Santa	Clara	USD	RSI	data
28	Santa Clara USD	1217	146,430	0	146,430	0	146,430	161,073	169124
29	Milpitas USD	161	37,942	0	37,942	0	37,942	53,500	57,500
31	Vallejo City USD	62	13,659	0	13,659	0	13,659	15,000	16,000
32	Petaluma UHSD(est)	150	11,908	0	11,908	0	11,908	16,000	22000
34	Turlock JUHSD	484	50,000	0	50,000	0	50,000	62,000	76,880
35	Simi Valley USD	265	6,696	0	6,696	0	6,696	11,000	13,000
36	Fresno COE	236	44,756	7,956	52,712	0	52,712	34,370	36,000
37	Los Angeles COE	1799	251,200	18,000	269,200	7,280	276,480	272,000	288,000
40	Sacramento COE	1936	123,702	0	123,702	0	123,702	200,590	236,400
41	San Joaquin COE(est)	422	60,800	0	60,800	37,500	98,300	60,800	60,800
42	Stanislaus COE	81	13,475	0	13,475	0	13,475	14,800	15,000
43	Ventura COE	871	119,806	0	119,806	0	119,806	153,205	182,470
	Total	27311	3,085,815	109,449	3,195,264	106,796	3,302,060	3,744,377	4,189,602
	Adj. Budget Item 103		3,188,599		3,188,599		3,188,599	3,188,599	3,188,599
	Difference		102,784		-6,665		-113,461	555,778	1,001,003
	Adj. Budget Item 103 \$\$							15,496,593	15,496,593
	Fully Funded \$\$							17,272,056	19,362,289
	Est Need		(Adj. Budget)	3,188,599		3,298,048		3,553,921	3,984,010
			(5+6)	109,449	(+ turnaway)	106,796	(+ turnaway)	106,796	106,796
	Est Prg At CAP:Hrs			3,298,048		3,404,844		3,660,717	4,090,806
			(Hr. Rate)	X4.86	(Hr. Rate)	X4.86	(Hr. Rate)	X4.86	X4.86
	Est Prg At CAP: \$\$			16,028,513		16,547,541		17,791,085	19,881,317

APPENDIX F

LOCAL EDUCATION AGENCY CONTACT LIST

(Appendix available under web page titled “Contacts: Apprenticeship”)

**PROGRAM SPONSOR
CONTACT LIST**

(Appendix available under web page titled “Contacts: Apprenticeship”)

PROGRAMS by LEA

(Appendix available under web page titled “Contacts: Apprenticeship”)